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**Area Community Planning Group Governance Arrangements**

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**Summary**

The report asks the Helensburgh and Lomond Area Community Planning Group to review the current Terms of Reference, the membership of the Group and also asks members to note the dates for meeting up until May 2024.

**1. Purpose**

- 1.1 The purpose of this report is to confirm the governance arrangements of the Helensburgh and Lomond Area Community Planning Group (Area CPG) specifically the Terms of Reference, membership and note future meeting dates.

**2. Recommendations**

2.1 Area CPG members are requested to:

- Consider and adopt the Terms of Reference submitted in this report (Appendix 1) and to agree that these be reviewed on an annual basis to ensure their ongoing currency and appropriateness for the work of the Area CPG as it develops over time.
- Consider and agree the membership of the group as attached (Appendix 2) and to agree that the membership of the group be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.
- To note the future meeting dates submitted in this report.

**3. Detail**

- 3.1 The Area CPG Terms of Reference were last reviewed and agreed in February 2022. An updated version, which has been amended to reflect some changes in language and terminology, is attached at Appendix 1.
- 3.2 The membership of the Area CPG was last reviewed in February 2022. The Area CPG are asked to consider whether any changes should be made to the membership, details of which are attached at Appendix 2.
- 3.3 The membership will be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time, however there is provision for additional organisations to join the group at any stage to accommodate local circumstances.
- 3.4 Historically meeting dates for Area Community Planning Groups are scheduled approximately half way between the programmed meetings of the Community Planning Partnership Management Committees to enable effective and timeous reporting of matters to that committee. Members are therefore asked to note that the meeting dates for the Helensburgh and Lomond Area CPG for 2023/24 will be:-
- Tuesday 9 May 2023
  - Tuesday 22 August 2023
  - Tuesday 7 November 2023
  - Tuesday 13 February 2024
  - Tuesday 7 May 2024

#### **4. Conclusion**

- 4.1 Given the development of Local Action Plans and the future focus of the work of Area Community Planning Groups the meeting is asked to review and agree the attached Terms of Reference and the current membership.

#### **5. SOA Outcomes**

Not applicable. The report relates to the administration of the Area CPG.

#### **For further information please contact:**

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Appendix 1 – Terms of Reference  
Appendix 2 – Membership list